



WASHINGTON STATE
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Office of Financial Management
Olympia, Washington

NOW HIRING

Position open until filled

HUMAN RESOURCES PLANNING AND STRATEGY SECTION CHIEF

EXEMPT RECRUITMENT

The Office of Financial Management is a non-represented agency. If you have applied for a position previously, and are interested in this position, please reapply.

Special note: In accordance with WAC 357-19-195, employees who left classified service to accept exempt employment have the right to return to the highest class of position in which the employee previously held permanent status, or to a position of similar nature and salary, provided the employee was not terminated from an exempt position for gross misconduct or malfeasance.

SALARY AND BENEFITS

\$85,485 to \$113,925 plus a competitive [benefits package](#) that includes paid vacation and sick leave; health, life and disability insurance; retirement; options, flexible work schedules; training opportunities; and leave for military service.

PROCESS

The top candidates will be contacted directly to interview for this position. Because the selection will be based on information provided by you, it is in your best interest to identify the knowledge, skills and abilities that address the mandatory and desirable qualifications described below.

Interested applicants should submit the following:

1. A letter of interest describing specific qualifications.
2. A current resume detailing applicable experience, education and current salary.
3. A list of at least three professional references with current telephone numbers.
4. Personal Data sheet
<http://ofm.wa.gov/jobs/SupplementalProfileData.doc>



Please send completed application packets by mail, fax or email to:

Office of Financial Management
Employee Services
PO Box 43113
Olympia, WA 98504-3113
Fax: 360-586-0051
Email: ofmhr@ofm.wa.gov

POSITION DESCRIPTION AND DUTIES

This position's main purpose is to manage and direct the work of the Planning and Strategy Section by setting the vision, providing leadership and managing staff. This section is responsible for providing support on high profile HR matters requiring State HR attention, facilitating HR governance, leading on statewide workforce planning efforts, performance management, working with key stakeholders in the process improvement community, HR development, diversity, workforce data management and analysis, enterprise strategic planning and workforce initiatives.

This position ensures the implementation of the vision, mission and goals of the division and provides the management of the section day to day operations.

This position is a member of the State HR Division management team, providing leadership in developing enterprise HR policy.

- Serves as a lead interface with key stakeholders integral to the successful implementation of statewide HR initiatives, this includes, but is not limited to working closely with the following:
 - Leadership in state agencies and institutions of higher education;
 - The Governor's Office;
 - Human Resources leadership in agencies and institutions of higher education;
 - Service delivery partners such as the Department of Enterprise Services and WaTech;
 - Leadership in labor organizations.
- In collaboration with executive leadership and key stakeholders, develop and deploy statewide strategies to address the:
 - Recruitment and retention challenges impacted the state workforce;
 - Creation and maintenance of a highly qualified and diverse workforce.
- Take the leadership role in overseeing and addressing high profile HR Administrative matters such as:
 - Overseeing investigations;
 - Providing consultation to the Governor's office on sensitive HR matters with a statewide impact. These issues often involve leadership or personnel in other state agencies whose incumbents are appointed by the Governor.
- Provide executive leadership and strategic direction for the Planning and Strategy Section of State HR. This includes enterprise wide HR management, operations, and accountability programs.
- Lead the continued development of HR Governance structure that enables state executives to align and prioritize HR decision making and resources to achieve strategic and operation objectives.
- Working with staff, the HR community and state executives, supports the development of an HR management philosophy to meet short and long term business needs.
- Plan, lead, organize and evaluate the work of the section that:
 - Assures appropriate and optimum use of resources
 - Effectiveness of employees through timely appraisal and professional development.
 - Encourages innovation and implement continual improvement to business processes.
 - Ensures section upholds best practice standard for customer service and preparing information for decision making.
- Build and monitor business plans to achieve operational priorities.

- Facilitate and maintain effective communications internally and externally.
- Oversees special enterprise wide projects such as:
 - Public Service Recognition Week;
 - Executive order implementation;
 - Employee Engagement Survey.

Maintain the highest level of ethical conduct.

QUALIFICATIONS AND CORE COMPETENCIES

Required qualifications

Five or more years of direct progressively responsible management experience including supervising, coaching and mentoring staff, developing clear direction and work expectations.

Three or more years of demonstrated knowledge of organizational change management practices.

Three or more years of demonstrated knowledge of continuous quality improvement concepts and tools.

Advanced knowledge in the following topical areas:

- Human resource management theory, concepts and principles
- Strategy development
- Human resource information systems
- Performance management
- Diversity and affirmative action

Thorough knowledge of both the theory and practice of human resource management.

Five or more years of experience consulting with agency leadership on HR issues involving:

- Personnel Investigations;
- Disciplinary Actions;
- HRC/EEOC matters;
- Wage and Hour matters.

Preferred/desired qualifications

Education: Bachelor's degree from an accredited college or university whose accreditation is recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA).

HR Management: Five years of progressively responsible experience in HR Management.

Legislation: Experience analyzing proposed legislation, regulations, or rule changes in order to determine how an organizations services could be impacted.

Political Process: Experience with the political/legislative process. This experience may include researching and providing information as testimony before a legislative or other government committee.

Supervision: Five years of experience in a management position that includes the supervision of other managers.

Policy: Two years' experience working with executives and senior-level policy makers.

Public Sector: Experience working with or in public sector organizations.

Core competencies

Results Orientation & Initiative: Focus on results and desired outcomes and how best to achieve them.

Identify what needs to be done and proactively takes appropriate action.

Accountability: Accept personal responsibility for the quality and timeliness of work. Can be relied upon to achieve excellent results with limited need for oversight.

Adaptability/Flexibility: Adapt easily to changing business needs, conditions and work responsibilities. Adapt approach, goals, and methods to achieve successful solutions and results in dynamic situations.

Customer Focus: Build and maintain internal and external customer relationships.

Ethics and Integrity: Earn the trust, respect and confidence of co-workers and customer through consistent honesty, forthrightness and professionalism in all interactions.

Relationship Building: Build constructive working relationships characterized by a high level of acceptance, cooperation and mutual respect. Demonstrated success in working cooperatively and effectively with multiple, diverse stakeholders.

Communications: Exceptional interpersonal, written and oral communication skills that demonstrate the ability to engage groups of employees and stakeholders from differing backgrounds, profession and levels of position.

The Office of Financial Management is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, and ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam-era veterans are encouraged to apply. Persons needing accommodation in the application process, or who wish to receive this job announcement in an alternative format, may call 360-725-0158 or the Telecommunications Device for the Deaf: 711 Relay.